

Access Kronos from Inside the City (During Open Enrollment you may also access it from the City of Franklin website under HR)



Inside the City

Links

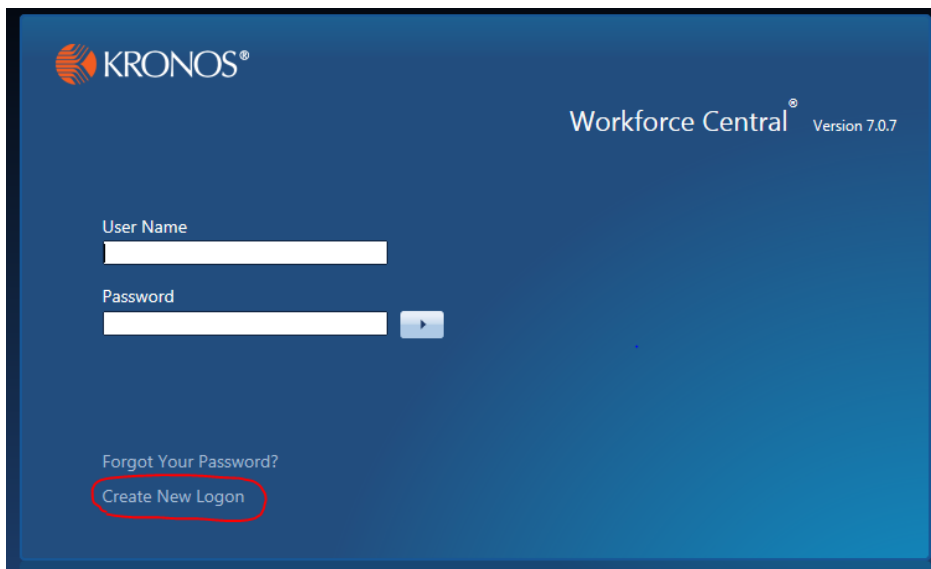
- Blue Cross/Blue Shield
- www.FranklinTN.gov
- Clock In/Clock Out
- Crystal Reports
- Desktop Faxing
- Enterprise Spend
- Green Employee
- HelpSTAR
- ICMA Retirement
- Kronos**
- OnBase via Web
- ...More Links

Citywide Announcements

+ new announcement or edit this list

✓	📎	Title	Created	Created By
	📎	Donated Sick Leave Request 02-2015	... April 22	<input type="checkbox"/> Sara Sylvis
		FY2015 Approved Budget	... July 01, 2014	<input type="checkbox"/> Monique McCullough

Click *Create New Logon*



KRONOS®

Workforce Central® Version 7.0.7

User Name

Password

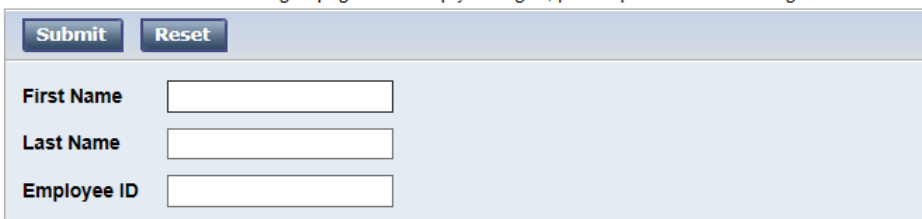
Forgot Your Password?

Create New Logon

Enter the required information and click *Submit*

EMPLOYEE SIGN IN

Welcome to the Self-Service Logon page. To set up your logon, please provide the following information.



Submit Reset

First Name

Last Name

Employee ID

On the next page, your User Name will automatically be generated and you will choose your Password.

Enter your desired password (No capital letters, numbers or symbols are required, but can be used. Must be at least 4 character spaces long.)

SELECT YOUR PASSWORD


Your password must meet the requirements defined by your system administrator.

User Name

Enter your new Password

Verify your new Password

After entering your password, you will be taken back to the logon screen to login.

 **Workforce Central** Version 7.0.7

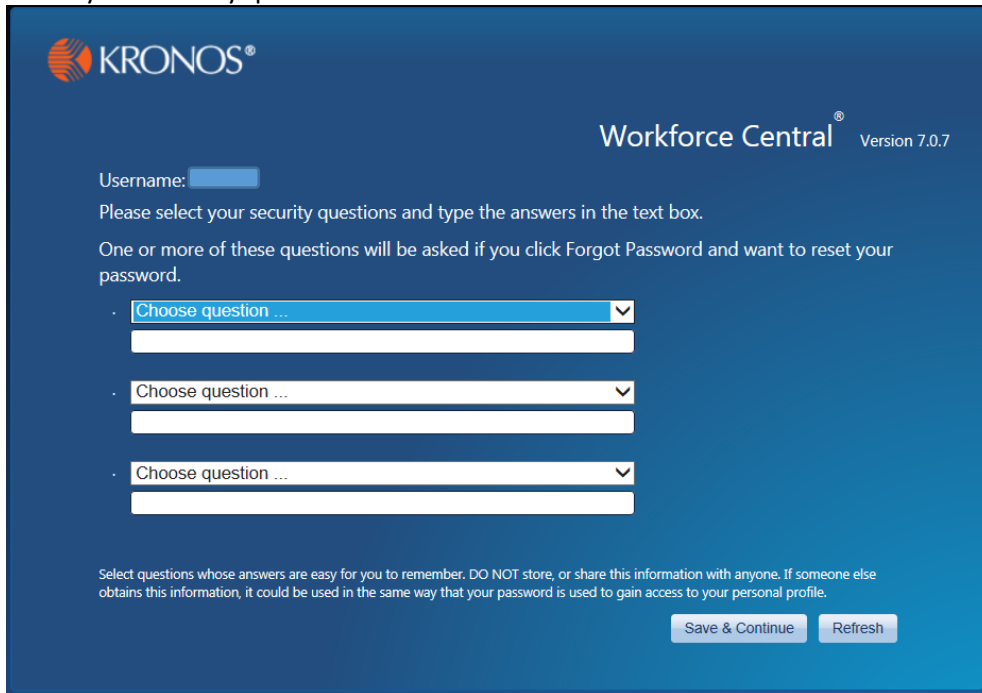
User Name

Password

[Forgot Your Password?](#)

[Create New Logon](#)

Select your security questions and click *Save & Continue*



The screenshot shows the Workforce Central Version 7.0.7 login page. It features the KRONOS logo in the top left. The main heading is "Workforce Central® Version 7.0.7". Below this, there is a "Username:" field with a blue box. A prompt says "Please select your security questions and type the answers in the text box." followed by "One or more of these questions will be asked if you click Forgot Password and want to reset your password." There are three identical question selection sections, each with a dropdown menu labeled "Choose question ..." and a corresponding text input field. At the bottom, a warning states: "Select questions whose answers are easy for you to remember. DO NOT store, or share this information with anyone. If someone else obtains this information, it could be used in the same way that your password is used to gain access to your personal profile." Two buttons, "Save & Continue" and "Refresh", are located at the bottom right.

Username:

Please select your security questions and type the answers in the text box.

One or more of these questions will be asked if you click Forgot Password and want to reset your password.

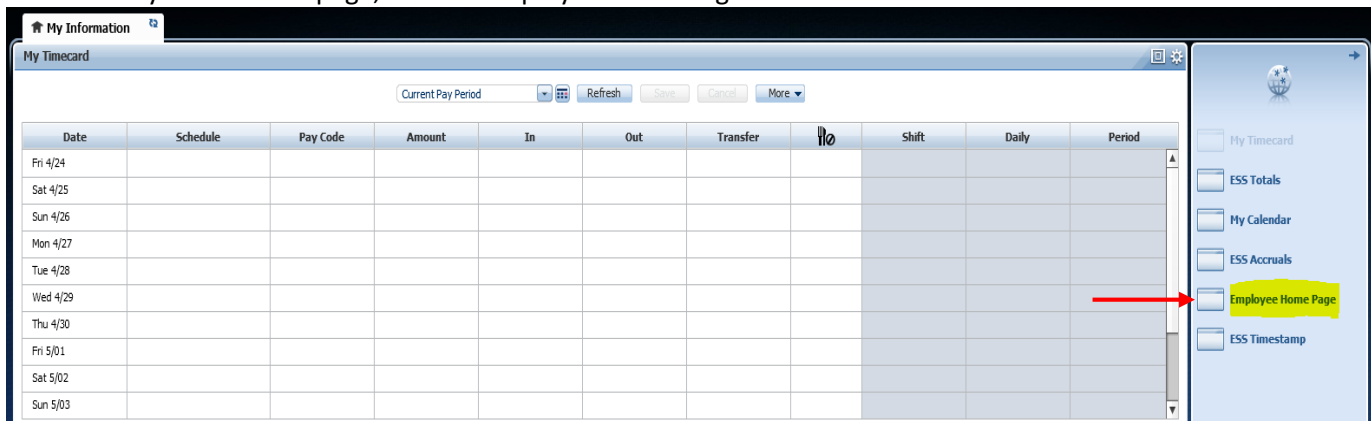
· Choose question ...

· Choose question ...

· Choose question ...

Select questions whose answers are easy for you to remember. DO NOT store, or share this information with anyone. If someone else obtains this information, it could be used in the same way that your password is used to gain access to your personal profile.

From the My Information page, click on Employee Home Page



The screenshot shows the "My Information" page in the Workforce Central system. The main content area is titled "My Timecard" and contains a table with columns: Date, Schedule, Pay Code, Amount, In, Out, Transfer, Shift, Daily, and Period. The table lists dates from Fri 4/24 to Sun 5/03. To the right of the table is a sidebar with a list of links: My Timecard, ESS Totals, My Calendar, ESS Accruals, Employee Home Page (highlighted with a yellow background and a red arrow), and ESS Timestamp. The "Employee Home Page" link is the target of the instruction.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Shift	Daily	Period
Fri 4/24									
Sat 4/25									
Sun 4/26									
Mon 4/27									
Tue 4/28									
Wed 4/29									
Thu 4/30									
Fri 5/01									
Sat 5/02									
Sun 5/03									

- My Timecard
- ESS Totals
- My Calendar
- ESS Accruals
- Employee Home Page**
- ESS Timestamp

Click *COF Open Enrollment 2015*

EMPLOYEE SELF SERVICE

Welcome [Redacted]

→ **COF Open Enrollment 2015**

Company Information

- Company Directory
- Company Handbook
- HR Manual

My Information

- Life Events

Personal Information

- Personal Information
- Address and Phone
- Email Address
- Emergency Contacts

Reference

- Current Benefits
- Personal Profile

Benefit Links

- Critical Illness Video
- Critical Illness Flyer
- Critical Illness Exclusions
- Accident Video
- Accident Flyer
- Accident Schedule of Benefits
- Accident Exclusions
- TASC
- ICMA-RC
- Delta Dental of TN
- BlueCross BlueShield of TN

Click *Open Enrollment*

My Information Employee Home Page

Employee Home Page

Back to Employee Home Page

LIFE EVENTS

Welcome to the **Life Events** page. You may make changes to your benefits on this page if you have had a qualifying life event within the last 31 days. Examples of qualifying life events are marriage, divorce, birth of a child or adoption, if your spouse loses/gains medical coverage, or an ineligible dependent. You will be required to provide supporting documentation of your life event. If it has been more than 31 days since the event, you will have to wait until open enrollment.

What You Can Do

COF Open Enrollment 2015

→ **Open Enrollment**

To make Open Enrollment changes, click *Next*

My Information Employee Home Page

Employee Home Page

Back to Employee Home Page

- Life Events Home
- **Open Enrollment**
- Updating Your Benefits
- Benefit Summary

OPEN ENROLLMENT

Enrollment Deadline: 5/8/2015

Open Enrollment is May 15, 2015 to June 15, 2015. During this time you can make changes to your benefits and the changes will be effective **July 1, 2015**. If you have any questions, please contact Benefits at (615)791-3216. Thank you.

Next

Check all of the benefits to walk through each one. Then click *Next* (In this example, the employee added all of the *Future Elections* in red.)

Employee Home Page

Back to Employee Home Page

Life Events Home
Open Enrollment
Updating Your Benefits
Benefit Summary

UPDATING YOUR BENEFITS

Enrollment Deadline: 6/15/2015

	Benefit	Current Elections				Future Elections			
		Plan	Election	Coverage	Semi-monthly Deduction	Plan	Election	Coverage	Semi-monthly Deduction
<input checked="" type="checkbox"/>	Medical	Medical Opt I + Vision	Single		\$39.47	Medical Opt I + Vision	Single		\$36.43
<input checked="" type="checkbox"/>	Dental	Dental	Single		\$0.00	Dental	Single		\$0.00
<input checked="" type="checkbox"/>	Accident	Not Enrolled				Accident	Waived		\$0.00
<input checked="" type="checkbox"/>	Critical Ill	Not Enrolled				Critical Illness	\$0.00		\$0.00
<input checked="" type="checkbox"/>	VSTD	Not Enrolled				VSTD	Waived		\$0.00
<input checked="" type="checkbox"/>	VGTL Emp	VGTL Employee	\$100,000	\$100,000.00	\$4.35	VGTL Employee	\$100,000	\$100,000.00	\$4.35
<input checked="" type="checkbox"/>	VGTL Sp	Not Enrolled				VGTL Spouse	\$20,000	\$20,000.00	\$0.87
<input checked="" type="checkbox"/>	VGTL Ch	Not Enrolled				VGTL Children	\$10,000	\$10,000.00	\$0.44

* Company provided benefit ■ Differences in current and future elections

Next

Make the desired changes and click *Save & Continue*

Life Events Home
Open Enrollment
Updating Your Benefits
Benefit Summary

ACCIDENT

What you can do?
Change your enrollment
Add or update your beneficiaries

Disclosure Statement for Medicare Documents: If anyone for whom you are electing coverage is age 65 or older, please read the Medicare Guide and Medicare Notice documentation.

CURRENT ELECTIONS

Benefit	Plan	Election
Accident	Not Enrolled	None

[Clear my elections](#)

Plan	Election	Semi-monthly Deduction
<input type="radio"/> Accident	<input type="radio"/> EE	\$8.89
	<input type="radio"/> EE+CH	\$16.04
	<input type="radio"/> EE+SP	\$14.65
	<input type="radio"/> EE+SP+CH	\$21.81

☒ Waive Accident

Eligibility Disclosure Statement: By electing coverage I am confirming that I am actively at work. If electing spouse coverage I am also confirming that my spouse currently lives in the U.S.

Save & Continue

Review your Benefits Summary

Enrollment Date: 7/1/2015




This is a list of the benefits you have selected. Please review carefully for accuracy. When you have completed the enrollment changes, click **Submit Changes** below.

Below is a summary of benefits you are enrolled in. Please review to verify all information is correct.



Benefit	Plan	Election	Coverage	Semi-monthly Deduction	Employer Contribution	
Medical	Medical Opt I + Vision	Family		\$129.76	\$519.06	Edit
Dental	Dental	Family		\$25.02	\$10.62	Edit
FSAMedical	FSA Medical	\$25.00		\$25.00		Edit
FSAdependent	FSA Dependent	\$50.00		\$50.00		Edit
Accident	Accident	EE		\$8.20		Edit
Critical Ill	Critical Illness	\$15,000	\$15,000.00	\$8.48		Edit
VSTD	VSTD	\$0.00		\$0.00		Edit
VGTL Emp	VGTL Employee	\$100,000	\$100,000.00	\$6.25		Edit
VGTL Sp	VGTL Spouse	\$10,000	\$10,000.00	\$0.63		Edit
VGTL Ch	VGTL Children	\$10,000	\$10,000.00	\$0.44		Edit

* Company provided benefit

DEPENDENTS

Dependent Name	Relationship	Birth Date	SS#	Enrolled In
	Daughter			Medical, Dental, VGTL Ch
	Son			Medical, Dental, VGTL Ch
	Son			Medical, Dental, VGTL Ch
	Son			Medical, Dental, VGTL Ch
	Spouse			Medical, Dental, VGTL Sp

BENEFICIARIES

Beneficiary Name	Relationship	SS#	Enrolled In
	Estate		Accident 100 % Primary Critical Ill 100 % Primary VGTL Ch 100 % Primary VGTL Emp 100 % Primary VGTL Sp 100 % Primary

[Save for Later](#)

[Submit Changes](#)

If everything is correct, click *Submit Changes*. If you need to get more information and complete later, click *Save for Later*. You may also print this page.

You will receive confirmation after submitting your changes. Click *OK*.

BENEFIT SUBMISSION CONFIRMATION

Your benefit information has been submitted.

[OK](#)

You may return to the *Employee Home Page* at any time by clicking the back arrow in the upper left corner.

